

& Audit

Government Administration, Rules, Ethics

Special Agenda

Louisville Metro Council

Meeting Date: 08/16/2006

Meeting Time: 3:00 PM

Location: Council Chambers - City Hall

Chairs: James Peden (23)

Members: Barbara Shanklin (2)
Cheri Bryant Hamilton (5)
Rick Blackwell (12)
Robert Henderson (14)
Glen Stuckel (17)
Robin Engel (22)
James Peden (23)

**Special
Items for
Discussion:** THIS IS A SPECIAL MEETING.

- 1 [R-110-07-06](#) A RESOLUTION AMENDING THE LOUISVILLE METRO COUNCIL POLICIES AND PROCEDURES IN ORDER TO CREATE AN ADMINISTRATIVE CLERK POSITION. On Council Agenda 8/17/06 pending committee action.
[Sponsor\(s\)](#) [Government Administration, Rules, Ethics & Audit](#)

RESOLUTION NO. _____, SERIES 2006

**A RESOLUTION AMENDING THE LOUISVILLE METRO COUNCIL
POLICIES AND PROCEDURES IN ORDER TO CREATE AN
ADMINISTRATIVE CLERK POSITION.**

Sponsored By: Councilwoman Tina Ward-Pugh, District 9

WHEREAS, the Louisville Metro Council ("Council") adopted a Policies and Procedures Manual on March 17, 2003 and amended such Policies and Procedures in April 2006; and

WHEREAS, the Council seeks to further amend this Policies and Procedures Manual to create an administrative clerk position.

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE LOUISVILLE/JEFFERSON COUNTY METRO GOVERNMENT AS FOLLOWS:

SECTION I: The Council hereby amends Section 10 of the Policies and Procedures Manual to create an administrative clerk position, a job description of which is hereby attached.

SECTION II: This Resolution shall take effect upon its passage and approval.

Kathleen J. Herron
Metro Council Clerk

Kevin J. Kramer
President of the Council

Jerry E. Abramson
Mayor

Approval Date

APPROVED AS TO FORM AND LEGALITY:

Irv Maze
Jefferson County Attorney

BY: _____
Policies and Procedures Draft 2 072406 11:45 a.m.

ADMINISTRATIVE CLERK

ESSENTIAL FUNCTIONS

Types or word processes correspondence, forms and other documents.
Completes and processes forms and maintains records and files.
Answers telephone and provides information.

EXAMPLES OF THE WORK (These statements are intended to be illustrations of the work of this class.)

UNDER GENERAL SUPERVISION:

Collects data, examines records and forms for completeness and accuracy, corrects errors, and prepares routine numerical and narrative reports.
Prepares lists, records information on forms, and completes and processes standard or routine reports, forms and documents.
Types or word processes correspondence, charts, forms and other documents.
Duplicates, collates and mails correspondence and documents, and maintains records and files.
Greets the public and directs them to office locations for service or assistance, and answers telephone, takes messages and routes calls.
Inventories and orders office supplies.
Computes totals, and enters, stores, and edits computer records.
Distributes forms and explains processes to employees and the public.
Performs related work.

MINIMUM REQUIREMENTS

High school graduation or its equivalent.
One year of clerical, customer service, receptionist or computer data entry experience.
Must type accurately at 25 wpm.
An equivalent combination of education and experience may be substituted.

E.E.O.C. 6
Non-Exempt

HOURS OF EMPLOYMENT

An administrative clerk shall work no less than 25 hours per week. Working hours are determined by the council member.

SOURCE OF FUNDING

Council members may request that an administrative clerk position be created and funded from their own cost center.

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